

**Scott Walker**  
Governor

**Jon E. Litscher**  
Secretary



**Office of Detention Facilities**  
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## **State of Wisconsin**

### **Department of Corrections**

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March 1, 2017

Chief Barry Weber  
Wauwatosa Police Department  
1700 N. 116<sup>th</sup> Street  
Wauwatosa, WI 53226

**RE: 2017 Annual Inspection, Wauwatosa Municipal Lockup**

Dear Chief Weber:

As you know, the Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statute 301.37 (3). The 2017 annual inspection of the Wauwatosa Municipal Lockup was conducted on February 22, 2017. This report summarizes the results of the annual inspection.

#### **INSPECTION SUMMARY**

##### **Physical Environment 349.07**

The four cells, group holding room and adjacent booking area were inspected and found to be in good condition. All doors and locks were found to be in working order, as were the toilets and sinks. Inspections of cell and fire escape locks and doors are being recorded pursuant to 349.12(3)(5) on a monthly basis.

##### **Sanitation and Hygiene 349.08**

The inmate hygiene supplies located at the facility were found to meet code standards. Overall, the detention and booking areas of the lockup were found to be relatively clean and organized given the age of the facility.

##### **Health Care 349.09**

The Wauwatosa Municipal Lockup uses an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. A review of the completed admission screens found that a health screening form is being completed on each individual being placed in

a cell at the facility. Current Wauwatosa procedure stipulates that medications will be placed with the arrestee's property and that no medications brought into the facility by an individual will be administered unless authorized by a supervisor.

It was suggested that administration examine the prospect of completing a health screening form for all individuals being booked in the lockup and not just for those placed into a cell. Although administrative code does not require a health screening form for everyone booked at the facility, in many instances detainees are being placed into one of the interview rooms for prolonged periods of time. As such, it is important for officers to obtain a thorough understanding of the well-being of those individuals in a similar manner to detainees placed into a cell.

### **Fire Safety 349.10**

The facility was found to be in compliance of DOC 349.10(4) Fire Safety. The most recent fire inspection by the Wauwatosa Fire Department was completed on 10/20/16. An evacuation route is posted, and fire protection equipment is in place should the need arise.

### **Records and Reporting 349.11**

A review of the admission screening and booking reports revealed that appropriate information is being obtained on all individuals being booked into the Wauwatosa Municipal Lockup. Since the last annual inspection in 2016, there have been no notifications to this office regarding any unusual occurrences. Information to this office is being promptly provided by your staff upon request. As an annual reminder, please have your staff contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff have been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

### **Security 349.12**

As noted earlier, the facility was found in compliance of DOC 349.12(3)(5) Security Reporting, as records are being obtained for all monthly inspections. Cell checks are also being completed and documented as required. A review of completed booking sheets found that physical security checks are being conducted and documented approximately [REDACTED] minutes for adults and at irregular intervals.

### **Detention of Juveniles 349.21**

Your Department has submitted policies and procedures as outlined in DOC 349.21 to hold juveniles. A review of the juvenile booking forms and files found that they are being kept separate from adult records. A review of booking sheets showed that physical security checks of juveniles are being completed approximately [REDACTED] minutes and that juveniles are being

removed from custody within the 6 hour requirement. Procedures are in place to maintain sight and sound separation between adults and juveniles.

### **Approval**

The Wauwatosa Municipal Lockup is approved for the detention of adults for up to 72 hours and the detention of juveniles for up to 6 hours. This approval is with the understanding that continued compliance with the Department of Corrections Administrative Code, Chapter DOC 349, and applicable state statutes is maintained.

I would like to thank Lieutenant Jack Morrison for his assistance during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg A. Bucholtz", with a stylized flourish at the end.

Gregory A. Bucholtz, Inspector  
Office of Detention Facilities

Cc: Kathleen Ehley, Mayor  
Lt. Jack Morrison  
Kristi Dietz, ODF Director  
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